

## Location

Helena

Capitol Complex

Mitchell  
Building

## Available Credits

POST Credit



Continuing  
Education

OPI Renewal  
Units

# Grammatically Correct



Grammar provides the structure to the string of words that form sentences. Grammatical errors interfere with the message, distract the reader, and reflect poorly on the writer. In this half-day class, we'll focus on the following skills:

- Identifying subject-verb agreement (patterns)
- Understanding pronoun agreement with its antecedent
- Using verb tenses correctly
- Keeping related words together to prevent ambiguity
- Making the right choice between confusing words like the following: affect or effect, comprise or compose, insure, ensure, or assure
- Recognizing when to violate "two stodgy" rules of grammar to make your point clearly
- Knowing when and how to use abbreviations and acronyms in business writing
- Correcting run-on sentences
- Avoiding capitalization mistakes
- Recognizing hypercorrections

*Helena, MT*

## DATE

**Thurs., August 21, 2014**

**8:30 a.m. — noon**

## COST

**Investment is \$95**

(Discounts for three or more attendees from one organization)

## REGISTER

### Online:

<http://pdc.mt.gov/register.mcpix>

**Phone: (406) 444-3871**

**E-mail: [pdc01@mt.gov](mailto:pdc01@mt.gov)**

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